

# COST WORKSHEET FOR FOIA REQUEST #HQ- 2014-006908

Fill Out Part 2 **EVEN** if requester was not billed. Please complete and return to your **OFFICE FOIA Coordinator** with a copy of FOIA response letter.

1. Use this table to figure **FOIA billable charges** to requester

Costs: Clerical Staff - \$4.00/15 minutes  
Professional Staff - \$7.00/15 minutes  
Manager's Time - \$10.25/15 minutes  
Photocopies: \$.15/page (double-sided \$.30)  
Authentication: \$25.00

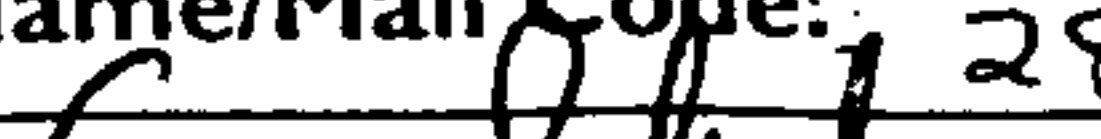
No Fee Charged for  $\leq \$14.00$

**NEW:** Bills sent between \$14.01-25.00, no payment assurance required  
Written Assurance of payment from requester for amounts  $> \$25.00$ , then billed

| Time         | Amount \$      | Task   |
|--------------|----------------|--|
|              |                | Search   |
| 15 MINS      | \$10.25        | Review   |
| N/A          |                | # of Photocopies - (\$.15/page - Color Copies Extra) |
|              |                | \$2.25 Cost of Disk/Mailer                           |
| 30 MINS      | \$14.00        | Computer System Time                                 |
| N/A          | \$25.00        | Authentication                                       |
| <b>TOTAL</b> | <b>\$49.25</b> |  |

2. Use this table to figure **administrative costs** to Agency.

Administrative cost figured in one-minute increments x employee salary - **FOR ALL EMPLOYEES INVOLVED IN RESPONDING TO FOIA**. These costs **NOT BILLED** to requester.

| Time         | Amount \$ | Task   |
|--------------|-----------|--|
|              |           | Initially read FOIA  |
|              |           | Search & Review  |
|              |           | Photocopying time/costs (\$.15/page)   |
|              |           | Authentication   |
|              |           | Phone call(s) to REQUESTER   |
|              |           | Phone calls to FOIA Office, colleagues, attorneys  |
|              |           | Typing & proofing letter/envelope  |
|              |           | Proof & Sign FOIA + <b>ALL</b> Concurrences  |
|              |           | "Other" time spent on FOIA   |
|              |           | Computer Time/Programming Costs  |
|              |           | Maps/Disks/CD ROM, Photos, Etc. Costs  |
|              |           | Approx. Mailing/Postage Costs (\$.37 per 4pgs. + \$.23 per add'l. ounce)   |
| <b>TOTAL</b> | <b>\$</b> | Preparer's Name/Mail Code: <u>ERIC R. SCHULTZ / 2822T</u><br> |

**Medley, Lisa**

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**To:** Moseley, Pamela  
**Subject:** Document Certification

Pam,

A customer has requested that two documents from Asbestos Docket 62073 be certified. The document numbers are Log045 and Log046.

½ hour was spent on research and locating the document- (Professional staff)  
.15 minutes was spent transferring the electronic documents from CD to Desktop – (Professional staff)

Lisa Medley  
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Records Information Manager  
ASRC Primus - Contractor

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